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Traffic Safety Unit
New Employee Checklist
October 5, 2011

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It is the responsibility of supervisors and managers to ensure the following items have been addressed when a new employee starts work…

Employee Name: _____   Date: _____

Email (first part): _____

- Have the new employee create an NCID **as soon as possible** following hiring approval from Human Resources (an NCID is required to set up an email account). Mandatory fields for an NCID are email address (use their personal one), work address, and work telephone number. If the new employee does not have a personal email account, they should register for a free internet account (see local IT personnel for assistance). Go to the following web site for instructions on creating an NCID:

  http://www.ncdot.org/_includes/download/external.html?pdf=http%3A//www.ncdot.gov/outlook/tasks/Create_NCID.pdf

- Obtain date and time of the new employee's orientation from the Unit Personnel Officer (Jackie Johnson) and ensure that the new employee attends (required for all new and re-hired employees) when scheduled. Send the new employee to orientation at Chapanoke Road (a map is located at http://www.ncdot.org/services/personnel/training/FindUs.html). Permanent employee orientation begins at 8:30 a.m. and temporary employee orientation begins at 10:30 a.m. New employees are to bring two forms of identification (drivers license, social security card, birth certificate, and/or passport), and a blank deposit slip or voided check.

- **Approximately one week prior to the new employee's start date,** email the DOT Help Desk (dothelp@ncdot.gov) of the new hire, indicate if the new employee is a returning temporary, and provide the following information:

  1. NCID
  2. New NCDOT employee (yes/no)
  3. Email ID (if a current NCDOT employee, or request one)
  4. DOT login name (if a current NCDOT employee, or request one)
  5. Previous Unit (if a current NCDOT employee)
  6. Full name (first, middle, last)
  7. Nickname (what the person wants to be called)
  8. Unit, Section, and Group the new employee will be working with
  9. Work location (building, room/cubicle number, etc.)
  10. Phone number (and extension)
  11. Fax number (if not in Garner)
  12. Type of internet access needed (full or limited)
  13. Date reporting to work
  14. Indication if the new employee needs CADD or any special software

- If the new employee works in the central office, email the Division's Executive Assistant (Libby Allen), and copy the Division's Staff Engineer (Renee Roach), and request they be added to the master floor plan and work schedule list (include the new employee's cube/room number, telephone number, and work schedule)

- Have someone escort the new employee to the Highway Building to have an ID badge made (the new employee should bring the completed badge information sheet) – contact the head of the DOT Security Section (Jeannie Bailey) to see when the security office will be open to have the badge made

- If the new employee works in the central office, email the Division's Executive Assistant (Libby Allen), and copy the Division's Staff Engineer (Renee Roach), and request they can be added to the telephone list (include the name, telephone number, and room number of the new employee

- Have the new employee meet the Division's Business Officer (Libby Allen), receptionist (Marilyn Shears) and the purchaser (Elaine Reo), as soon as possible

- Email the Unit Personnel Officer (Jackie Johnson) and request that a Unit personnel folder be started – transfer all relevant information to the personnel folder

- Email the Unit Personnel Officer (Jackie Johnson) and request that the new employee be added to the Unit's organizational chart, and that the chart be updated on the web site

- Email the Unit newsletter liaison (Jackie Johnson) and request that an announcement be included in the Department newsletter regarding the new employee

- Email the Unit Safety Officer (Jeff Jaeger) and request that the new employee be given an overview of evacuation procedures

The following items can only be completed once an email account has been established for the new employee…

- Request a account for the new employee in TEAAS (contact the TEAAS system administrator and trainer, Jeff Jaeger)

- Request a account for the new employee in CRASHWEB (contact the CRASHWEB system administrator, Jeff Jaeger)

- Request an oracle account for the new employee on tccdp22 (contact the oracle liaison, currently Jeff Jaeger) for access to the CRASH/TEAAS schema (to include global synonyms on both CRASH and TEAAS tables, and to add the RD_CRSH permanent table to their schema) so access will be granted for analyzing crash, ordinance, and location information, and access to the GIS schema ("GIS_FPL_READER" role) so read access will be granted to the to the LRS data (gis.fpl_lrs_arcs, gis.fpl_rd_char, and gis.fpl_rd_char_mlpst tables)

- Have the new employee sign on to oracle and change their password

- Email the DOT Help Desk (dothelp@ncdot.gov) to request the new employee be added to the server work groups on the S:\ drive (provide the name of an existing employee who has the same permissions needed for the new employee) – indicate if the new employee is a returning temporary

- If the new employee will be using a laptop, email the DOT Help Desk (dothelp@ncdot.gov) to request a VPN account – indicate if the new employee is a returning temporary

- If necessary, request business cards for the new employee (contact the Division's Business Officer, Libby Allen)

- Email the DOT Help Desk (dothelp@ncdot.gov) to request the new employee's name, phone number, and email address be added to the web directory – indicate if the new employee is a returning temporary

- Email the DOT Help Desk (dothelp@ncdot.gov) and request the new employee's email be added to the Division ("DOT.mobilityandsafety"), Unit ("DOT.mobilityandsafetytsu"), and Section ("DOT.mobilitysafetyfieldop", "DOT.Mobility_and_Safety_Information_Section", or "DOT.trafficsafetysystems") email distribution lists, and indicate if the new employee is a returning temporary

- Request a BridgeDocs account (contact the Mobility and Safety Information Engineer, Jeff Jaeger, who will then contact the BridgeDocs administrator, Cary Clemmons, in the Bridge Management Unit – we only want one person contacting external administrators, if possible)

- Email the DOT Help Desk (dothelp@ncdot.gov) to request that appropriate email distribution lists be updated

The following items can only be completed once a personnel number and cost center have been established for the new employee…

- Request a RACF for the new employee for access to the mainframe (contact the Division RACF Coordinator, currently Jackie Johnson) – include their personnel number in with the request and indicate if the new employee is a returning temporary

- Request that the new employee be added to the Unit's training database (contact the Unit Training Coordinator, currently Jackie Johnson)

- Request that the new employee be enrolled in any required training courses (contact the Unit Training Coordinator, currently Jackie Johnson)

- Request that the new employee be enrolled in any required safety courses (contact the Unit Safety Coordinator, currently Jeff Jaeger)

- Request an account in SAP for the new employee (contact the Unit SAP Security Coordinator, currently Jackie Johnson). Please provide the following information:

    1. Full name (including middle initial)
    2. Last four digits of the social security number
    3. Cost center
    4. Personnel number
    5. Email address
    6. Position title
    7. Supervisor's name

  And request the following roles:

    1. Travel User (Z:P2290_FI_TVL_USR)
    2. Time Entry Individual (Z:P8080) for everyone EXCEPT time keepers and paymasters
    3. IXOS Archive (Z:P9010_IXOS_ARCHIVE)
    4. Activity Manager/Project Administrator (Z:P6240_PS_ACTIVITY_MANAGER) – only for employees in the Safety Planning Group or a Regional Office
    5. TMSD Order Processing (Z:P7700)
    6. TMSD Admin Comp (Z:P7720) – only for employees who will be WMS administrators
    7. PM Fleet Data Display (Z:PD501)
    8. TE Manager Report (Z:P8130) – only for supervisors

    NOTE – All BSIP users are automatically granted basic access to navigate the SAP application (Z:PDC00_XX_NCDOT_DISPLAY) so this does not need to be requested.

- Email the Scheduling Management Office (ScheduleOfficeSupport@ncdot.gov) to have the new employee added to the appropriate work center in SAP